



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

October 23, 2024

## Office Order No.:190-2024

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Mr. Shirajul Mostafa (2477), Officer	Cash Section, Hhykhong Org. Office(0575), Cox's Bazar Zone-01	Cash Section, Ukhiya FPR Center(0232), Cox's Bazar Zone-01
02	Mr. Md. Sayed Hossan (2561), Officer	Cash Section, Ukhiya FPR Center(0232), Cox's Bazar Zone-01	Cash Section, Teknaf FPR Center(0120)-Cox's Bazar Zone-01
03	Mr. Mohammed Abdul Mabud (2930), Junior Officer	Cash Section, Teknaf Fpr Center(0120), Cox's Bazar Zone-01	Cash Section, Hhykhong Org. Office(0575), Cox's Bazar Zone-01

Mr. Shirajul Mostafa, Mr. Md. Sayed Hossan and Mr. Mohammed Abdul Mabud shall handover the overall charges to Md. Abul Kalam Azad (0122), AVP, & Operation Incharge, Cox's Bazar Full Fledged SC, Cox's Bazar Zone.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter with photocopy of attendance register with their last attendance from their existing offices by 28-10-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Sayed Hossan vide Office Order No.:75-2024, dated 18-04-2024 at Underwriting related works and Mr. Mohammed Abdul Mabud vide Office Order No.:182-2023, dated 04-10-2023 at Cash Section, Shalmapur Org. Office, Cox's Bazar Zone-01 is hereby cancelled.

After Joining at Ukhiya FPR Center Mr. Shirajul Mostafa is hereby advised to deal with work of Underwriting and Call Centre related works sitting at same premises in addition to his existing duties until further order.

After Joining at Teknaf FPR Center, Mr. Md. Sayed Hossan is hereby advised to deal with work of Underwriting and Call Centre related works sitting at same premises in addition to his existing duties until further order.

After Joining at Hhykhong Org. Office, Mr. Mohammed Abdul Mabud is hereby advised to sit and work at Cash Section, Shalmapur org. Office(0576), Cox's Bazar Zone-01 for 02 (Two) day(s) in a week in addition to his existing duties and also assigned to deal with work at Call Centre related works at Hhykhong Org. Office in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Anwar Hossain (1460), Officer, Teknaf FPR Center(0120), Cox's Bazar Zone-01 vide Office Order No.:102-2024, dated 05-06-2024 at Cash related works is hereby cancelled and he is hereby advised to deal with work of Dalil and Policy Servicing related works sitting at same premises in addition to his existing duties until further Order.

  
**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

• Copy forwarded to: Above 04 (Four) employees.

**C.C. to:** for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The DMD (Dev.)
4. The SEVP & Chief Financial Officer.
5. The AVP & Operation Incharge, Cox's Bazar Zone.
6. Personal file.
7. Master File
8. Office Order file.
1. The EVP (PRT) & incharge, Cox's Bazar Zone-01.
2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন